

NASA IT Privacy Impact Assessment (PIA) Analysis Worksheet

The PIA determines what kind of information in identifiable form (IIF), if any, is contained within a system, what is done with that information, and how that information is protected. Systems with IIF are subject to an extensive list of requirements based on privacy laws, regulations, and guidance.

Identifying Numbers (Use N/A for items that are Not Applicable)

Application Name
(generally the name that
the system is accessed by.
www.nasa.gov, when Web
enabled, for example):

www.nasa.gov (in the NASA Public Portal)

Application Owner:

Patricia Dunnington , NASA CIO

(Person who is responsible
for funding)

Phone Number: (202) 358-1824

E-Mail: pat.dunnington@nasa.gov

System Manager:

Nitin Naik, NASA Associate CTO

(Responsible for system
technical operation)

Phone Number: (202) 358-1519

E-Mail: nitin.naik@nasa.gov

NASA Cognizant Official:

Brian Dunbar, NASA Office of Public Affairs

(NASA individual
responsible system
content)

Phone Number: (202) 358-0873

E-Mail: brian.dunbar@nasa.gov

Activity/Purpose of
Application:

www.nasa.gov is NASA primary public web site. It hosts the static content for the NASA Portal, a secure system provided to allow web publication of NASA public content to a broad public audience.

Mission Program/Project
Supported:

All through the NASA Office of Public Affairs

IT Security Plan Number:

NASA Public Portal Security Plan

System Location (Center or
contractor office building,
room, city, and state):

Center/Contractor: Vericenter (sub-contractor to eTouch Systems Corp)

Street Address: 3431 N. Windsor Drive

Building: _____

City Aurora ST CO ZIP 80011

Privacy Act System of
Records (SOR) Number:

N/A

OMB Information Collection
Approval Number and
Expiration Date:

N/A

Other Identifying
Number(s):

N/A

No.	Privacy Question Sets	Response			Comments
		Yes	No	N/A	
System Characterization and Data Categorization					
1	Has/Have any of the major changes listed in the Comments column occurred to the system since April 2003 or the conduct of the last PIA? If yes, please check which change(s) have occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Conversions <input type="checkbox"/> Anonymous to Non-Anonymous <input type="checkbox"/> Significant System Management Changes <input type="checkbox"/> Significant Merging <input type="checkbox"/> New Public Access <input type="checkbox"/> Commercial Sources <input type="checkbox"/> Internal Flow or Collection <input type="checkbox"/> New Interagency Use <input type="checkbox"/> Alteration in Character of Data
2	Does/Will the system contain Federal records?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	If the system contains/will contain Federal records, under which disposition authority item in the NASA Records Retention Schedules or the General Records Schedules are/will the records be retained and disposed of or archived?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Schedule Item: _____
4	Do the records in the system pertain to active programs/projects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are the records Vital records for the organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Are backup files (tapes or other media) being stored off-site? If yes, please indicate in the comment field where backups are located.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backup storage location : Vericenter secure fireproof tape archives and secure remote repository

No.	Privacy Question Sets	Response			Comments
		Yes	No	N/A	
System Characterization and Data Categorization					
7	<p>Does/Will the system <i>contain (store)</i> information in identifiable form (IIF) within any database(s), record(s), file(s) or Web site(s) hosted by this system?</p> <p>Note: If yes, check all that apply in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p> <p>Please note: This question seeks to identify all personal information contained within the system. This includes any IIF, whether or not it is subject to the <i>Privacy Act</i>, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the <i>Privacy Act</i> or other legislation.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</p> <p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Date of birth</p> <p><input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)</p> <p><input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)</p> <p><input type="checkbox"/> Mother's maiden name</p> <p><input type="checkbox"/> Vehicle identifiers (e.g., license plates)</p> <p><input type="checkbox"/> Mailing address</p> <p><input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)</p> <p><input type="checkbox"/> Medical records numbers</p> <p><input type="checkbox"/> Medical notes</p> <p><input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])</p> <p><input type="checkbox"/> Certificates (e.g., birth, death, and marriage)</p> <p><input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)</p> <p><input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)</p> <p><input type="checkbox"/> Web Uniform Resource Locators (URL)</p> <p><input type="checkbox"/> E-mail address</p> <p><input type="checkbox"/> Education records</p> <p><input type="checkbox"/> Military status and/or records</p> <p><input type="checkbox"/> Employment status and/or records</p> <p><input type="checkbox"/> Foreign activities and/or interests</p> <p><input type="checkbox"/> Other: _____</p>
8	<p>Indicate all the categories of individuals about whom IIF is or will be stored.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Employees</p> <p><input type="checkbox"/> Public citizens</p> <p><input type="checkbox"/> Patients</p> <p><input type="checkbox"/> Business partners/contacts (federal, state, local agencies)</p> <p><input type="checkbox"/> Vendors/Suppliers/Contractors</p> <p><input type="checkbox"/> Other</p>

No.	Privacy Question Sets	Response			Comments
		Yes	No	N/A	
System Characterization and Data Categorization					
9	<p>Are records on the system (or will records on the system be) retrieved by one or more data elements?</p> <p>Note: If yes, specify in the Comments column data elements will be used in retrieving the records (i.e., using a record number, name, social security number, or other data element or record locator methodology). If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</p> <p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)</p> <p><input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)</p> <p><input type="checkbox"/> Mother's maiden name</p> <p><input type="checkbox"/> Vehicle identifiers (e.g., license plates)</p> <p><input type="checkbox"/> Mailing address</p> <p><input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)</p> <p><input type="checkbox"/> Medical records numbers</p> <p><input type="checkbox"/> Medical notes</p> <p><input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])</p> <p><input type="checkbox"/> Certificates (e.g., birth, death, and marriage)</p> <p><input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)</p> <p><input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)</p> <p><input type="checkbox"/> Web Uniform Resource Locators (URL)</p> <p><input type="checkbox"/> E-mail address</p> <p><input type="checkbox"/> Education records</p> <p><input type="checkbox"/> Military status and/or records</p> <p><input type="checkbox"/> Employment status and/or records</p> <p><input type="checkbox"/> Foreign activities and/or interests</p> <p><input type="checkbox"/> Other: _____</p>
10	Are/Will records on 10 or more individuals containing IIF [be] maintained, stored or transmitted/passed through this system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	<p>Is the system (or will it be) subject to the <i>Privacy Act</i>?</p> <p>Note: If the answer to questions 7, 9, and 10 were yes, the system will likely be subject to the <i>Privacy Act</i>. System owners should contact their Center PAM for assistance with this question if they are uncertain of the applicability of the <i>Privacy Act</i>.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	<p>Has a <i>Privacy Act</i> System of Record (SOR) Notice been published in the Federal Register for this system?</p> <p>Note: If no, explain why not in the Comments column.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> No IIF is contained in the system.</p> <p><input type="checkbox"/> IIF is in the system, but records are not retrieved by IIF.</p> <p><input type="checkbox"/> Should have published an SOR, but was unaware of the requirement.</p> <p><input type="checkbox"/> System is required to have an SOR but is not yet procured or operational.</p> <p><input type="checkbox"/> Other: _____</p>
13	If a SOR Notice has been published, have major changes to the system occurred since publication of the SOR?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Information Sharing Practices					
14	Is the IIF in the system voluntarily submitted (or will it be)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Privacy Question Sets	Response			Comments
		Yes	No	N/A	
15	Does/Will the system <i>collect</i> IIF directly from individuals? Note: If yes, identify in the Comments column the IIF the system collects or will collect directly from individuals. If the category of personal information is not listed, please check "Other" and identify the category.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Does/Will the system <i>collect</i> IIF from <i>other resources</i> (i.e., databases, Web sites, etc.)? Note: If yes, specify the resource(s) and IIF in the Comments column.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17	Does/Will the system <i>populate</i> data for <i>other resources</i> (i.e., do databases, Web sites, or other resources rely on this system's data)? Note: If yes, specify resource(s) and purpose for each instance in the Comments column.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Resource: mynasa.nasa.gov for Spacechat <input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____
18	Does/Will the system <i>share</i> or <i>disclose</i> IIF with agencies external to NASA, or other people or organizations outside NASA? Note: If yes, specify with whom and for what purposes, and identify which data elements in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	With whom and for what purposes: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

No.	Privacy Question Sets	Response			Comments
		Yes	No	N/A	
19	<p>If the IIF in the system is or will be matched against IIF in one or more other computer systems internal or external to NASA, are (or will there be) computer data matching agreement(s) in place?</p> <p>If yes, indicate in the Comments column internal or external and the system(s) with data which are matched.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Location of other systems involved in matching:</p> <p><input type="checkbox"/> Internal NASA</p> <p><input type="checkbox"/> External to NASA</p> <p>Other systems involved:</p> <p>_____</p> <p>_____</p>
20	<p>If data matching activities will occur, will the IIF be de-identified, aggregated, or otherwise made anonymous?</p> <p>Note: If yes, please describe this use in the Comments column.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> De-identified</p> <p><input type="checkbox"/> Aggregated</p> <p><input type="checkbox"/> Other</p>
21	<p>Is there a process, either planned or in place, to notify organizations or systems that are dependent upon the IIF contained in this system when changes occur (i.e., revisions to IIF, when the system encounters a major change, or is replaced)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	<p>Is there a process, either planned or in place, to notify and obtain consent from the individuals whose IIF is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	<p>Is there/Will there be a process in place for individuals to choose how their IIF data is used?</p> <p>Note: If yes, please describe the process for allowing individuals choice in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Process: IIF includes email addresses. Individuals will be notified by email of any major system changes.</p>
24	<p>Is there/Will there be a complaint process in place for individuals who believe their IIF has been inappropriately obtained, used, or disclosed, or that the IIF is inaccurate?</p> <p>Note: If yes, please describe briefly the notification process in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Process: Individuals are provided with contact information for email or postal mail.</p>
25	<p>Are there or will there be processes in place for periodic reviews of IIF contained in the system to ensure the data's integrity, availability, accuracy, and relevancy?</p> <p>Note: If yes, please describe briefly the review process in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Process: System security is monitored on 24 x 7 basis, periodic security probe tests are conducted, and system alert notification.</p>

No.	Privacy Question Sets	Response			Comments
		Yes	No	N/A	
26	<p>Are there/Will there be rules of conduct in place for access to IIF on the system?</p> <p>Note: If yes, identify in the Comments column all users with access to IIF on the system and for what purposes they use the IIF.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Users</p> <p><input checked="" type="checkbox"/> Administrators</p> <p><input checked="" type="checkbox"/> Developers</p> <p><input checked="" type="checkbox"/> Contractors</p> <p>For what purposes:</p> <p><input checked="" type="checkbox"/> Protection of IIF</p> <p><input checked="" type="checkbox"/> Duplicate and copy prevention</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
27	<p>Is there a process in place to log routine and non-routine disclosures and/or unauthorized access?</p> <p>If yes, check in the Comments column which kind of disclosures are logged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Disclosures logged:</p> <p><input type="checkbox"/> Routine</p> <p><input checked="" type="checkbox"/> Non-routine</p> <p><input checked="" type="checkbox"/> Public Internet Intrusion detection</p>
Web site Host – Question Sets					
28	<p>Does/Will the system host a Web site?</p> <p>Note: If yes, identify what type of site the system hosts in the Comments column.</p> <p>If no, check "No" for all remaining questions in the "Web Site Host Question Sets" section and answer questions starting with the "Administrative Controls" section beginning with question 42.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Type of site:</p> <p><input checked="" type="checkbox"/> Public Internet www.nasa.gov</p> <p><input type="checkbox"/> Internal NASA _____</p> <p><input type="checkbox"/> Both _____</p>
29	Is the Web site (or will it be) accessible by the public or other entities (i.e., federal, state, and local agencies, contractors, third-party administrators, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Is the Agency Web site privacy policy statement posted (or will it be posted) on the Web site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	<p>Is the Web site's privacy policy in machine-readable format, such as Platform for Privacy Preferences (P3P)?</p> <p>Note: If no, please describe in the Comments column your timeline to implement P3P requirements for this system.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Implementation Plan: _____</p> <p>_____</p> <p>_____</p>

No.	Privacy Question Sets	Response			Comments
		Yes	No	N/A	
32	Does the Web site employ (or will it employ) persistent tracking technologies? Note: If yes, identify types of cookies in the Comments column. If persistent tracking technologies are in place, please indicate the official who authorized the use of the persistent tracking technology.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Session Cookies <input checked="" type="checkbox"/> Persistent Cookies <input type="checkbox"/> Web bugs <input type="checkbox"/> Web beacons <input type="checkbox"/> Other (Describe): _____ Authorizing Official: NASA CIO Authorizing Date: October 13, 2005
33	Does/Will the Web site collect or maintain personal information from or about children under the age of 13?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
34	If the Web site does/will collect or maintain personal information from or about children under the age of 13, please indicate what information and how the information is collected.			<input checked="" type="checkbox"/>	<input type="checkbox"/> Actively directly from the child <input type="checkbox"/> Passively through cookies <input type="checkbox"/> Both of the above What Information collected: _____ _____ _____
35	If the Web site does/will collect or maintain personal information from or about children under the age of 13, is the information shared with any non-NASA organizations, grantees, universities, etc. Note: If yes, also identify the non-NASA organizations in the comments field	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Information is shared with: _____ _____ _____
36	If the Web site does/will collect or maintain personal information from or about children under the age of 13, specify in the comments field what method is used for obtaining parental consent.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Method used for obtaining parental consent (please check all that apply) <input type="checkbox"/> No consent is obtained <input type="checkbox"/> Simple email <input type="checkbox"/> email accompanied by digital signature <input type="checkbox"/> signed form from the parent via postal mail or facsimile <input type="checkbox"/> accepting and verifying a credit card number in connection with a transaction <input type="checkbox"/> taking calls from parents, through a toll-free telephone number staffed by trained personnel

No.	Privacy Question Sets	Response			Comments
		Yes	No	N/A	
37	<p>Does/Will the Web site <i>collect</i> IIF electronically from any individuals?</p> <p>Note: If yes, identify what IIF the system collects in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name <input type="checkbox"/> Date of birth <input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual) <input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video) <input type="checkbox"/> Driver's license <input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint) <input type="checkbox"/> Mother's maiden name <input type="checkbox"/> Vehicle identifiers (e.g., license plates) <input type="checkbox"/> Mailing address <input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell) <input type="checkbox"/> Medical records numbers <input type="checkbox"/> Medical notes <input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN]) <input type="checkbox"/> Certificates (e.g., birth, death, and marriage) <input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other) <input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other) <input type="checkbox"/> Web Uniform Resource Locators (URL) <input checked="" type="checkbox"/> E-mail address <input type="checkbox"/> Education records <input type="checkbox"/> Military status and/or records <input type="checkbox"/> Employment status and/or records <input type="checkbox"/> Foreign activities and/or interests <input checked="" type="checkbox"/> Other: _____
38	<p>Does/Will the Web site provide a PDF form to be completed with IIF from any individuals and then mailed or otherwise provided to NASA?</p> <p>Note: If yes, identify what IIF the PDF form collects in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name <input type="checkbox"/> Date of birth <input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual) <input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video) <input type="checkbox"/> Driver's license <input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint) <input type="checkbox"/> Mother's maiden name <input type="checkbox"/> Vehicle identifiers (e.g., license plates) <input type="checkbox"/> Mailing address <input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell) <input type="checkbox"/> Medical records numbers <input type="checkbox"/> Medical notes <input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN]) <input type="checkbox"/> Certificates (e.g., birth, death, and marriage) <input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other) <input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other) <input type="checkbox"/> Web Uniform Resource Locators (URL) <input type="checkbox"/> E-mail address <input type="checkbox"/> Education records <input type="checkbox"/> Military status and/or records <input type="checkbox"/> Employment status and/or records <input type="checkbox"/> Foreign activities and/or interests <input type="checkbox"/> Other: _____

No.	Privacy Question Sets	Response			Comments
		Yes	No	N/A	
39	Does/Will the Web site <i>share</i> IIF with organizations external to NASA, or other people or organizations outside NASA? Note: If yes, specify with whom and for what purposes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	With whom and for what purposes: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
40	Are rules of conduct in place (or will they be in place) for access to IIF on the Web site? Note: If yes, identify in the Comments column all categories of users with access to IIF on the system, and for what purposes the IIF is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Users <input type="checkbox"/> Administrators <input type="checkbox"/> Developers <input type="checkbox"/> Contractors For what purposes: <input checked="" type="checkbox"/> Protection of IIF <input checked="" type="checkbox"/> Duplicate and copy prevention <input type="checkbox"/> _____ <input type="checkbox"/> _____
41	Does (or will) the Web site contain links to sites external to the Center that owns and/or operates the system? Note: If yes, note in the Comments column whether the system provides a disclaimer notice for users that follow external links to Web sites not owned or operated by the Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Disclaimer notice for all external links
Administrative Controls					
42	Have there been major changes to the system since it was last certified and accredited? Note: If the system is under development and not yet certified and accredited at the time of this PIA, please describe in the Comments column the plan and timeline for conducting a certification and accreditation (C&A) for this system.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
43	Have personnel (system owners, managers, operators, contractors and/or program managers) using the system been (or will they be) trained and made aware of their responsibilities for protecting the IIF being collected and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Who has /will have access to the IIF on the system? Note: Check all that apply in the Comments column.				<input type="checkbox"/> Users <input checked="" type="checkbox"/> Administrators <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Other

No.	Privacy Question Sets	Response			Comments
		Yes	No	N/A	
45	If contractors operate or use the system, do the contracts include clauses ensuring adherence to privacy provisions and practices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Are methods in place to ensure that access to IIF is restricted to only those required to perform their official duties? Note: If yes, please specify method(s) in the Comments column.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Are there policies or guidelines in place for the retention and destruction of IIF within the application/system? Note: If yes, please provide some detail about these policies/practices in the Comments column.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information is retained for the shortest time required to complete the action requested by the provider or the maximum provided by NASA's records management procedures and the General Records Schedules where applicable.
Technical Controls					
48	Are technical controls in place to minimize the possibility of unauthorized access, use, or dissemination of the data in the system (or will there be)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Are any of the password controls listed in the Comments column in place (or will they be)? Note: Check all that apply in the Comments column.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Passwords expire after a set period of time. <input checked="" type="checkbox"/> Accounts are locked after a set period of inactivity. <input checked="" type="checkbox"/> Minimum length of passwords is eight characters. <input checked="" type="checkbox"/> Passwords must be a combination of uppercase, lowercase, and special characters. <input checked="" type="checkbox"/> Accounts are locked after a set number of incorrect attempts.
50	Is there (or will there be) a process in place to monitor and respond to privacy and/or security incidents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Controls					
51	Are physical access controls in place (or will they be)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- END -					

PIA Analysis Worksheet
Contact Information

*Signature of NASA Cognizant Official
for Technical Operation of this System*

Date

Nitin Naik
NASA Associate CTO
NASA Office of the Chief Information Officer
NASA Headquarters
Washington, DC 20546-0001
202/358-1519
public-inquiries@hq.nasa.gov

*Signature of NASA Cognizant Official
for Editorial Content within this system*

Date

Brian Dunbar
Internet Services Manager
NASA Office of Public Affairs
NASA Headquarters
Washington, DC 20546-0001
202/358-0873
public-inquiries@hq.nasa.gov

Privacy Impact Assessment (PIA) Summary

Date of this Submission: **(12/15/2005)**

NASA Center: **Headquarters, NASA Office of Public Affairs**

Application Name: **www.nasa.gov (the NASA Portal)**

Is this application or information collection new or is an existing one being modified? **No**

Does this application collect, maintain, and/or disseminate information in identifiable form (IIF)? **Yes**

Mission Program/Project Supported: **All, through the NASA Office of Public Affairs
*Identifying Numbers (Use N/A, where appropriate)***

Privacy Act System of Records Number: **N/A**

OMB Information Collection Approval Number and Expiration Date: **N/A**

Other Identifying Number(s): **N/A**

Description

1. Provide an overview of the application or collection and indicate the legislation authorizing this activity.

www.nasa.gov is NASA's primary public web site. It hosts the static content for the NASA Portal, a secure system provided to allow web publication of NASA's public content to a broad public audience. www.nasa.gov interacts with other NASA Portal applications including mynasa.nasa.gov and mediaservices.nasa.gov, each of which is designed to securely accomplish the requests of web users who voluntarily provide information.

2. Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.

www.nasa.gov does not store web user IIF directly, however, through a "contact us" page provided for each NASA Center, Mission Support Office, and Mission Directorate that is hosted within www.nasa.gov, and through a special event registration system for Goddard Space Flight Center called SpaceChat, first name, last name, email address, and in the case of SpaceChat, certain demographic information is collected and posted through to mynasa.nasa.gov. All information is submitted voluntarily by the web user.

3. Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

The information collected by www.nasa.gov will be used only for its intended purpose as described below. Information collected is the minimum required to accomplish the user's voluntary request.

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4. Explain why the IIF is being collected, maintained, or disseminated.

Information is voluntarily provided by the user who requests to contact a NASA Center, Mission Support Office, and Mission Directorate that is hosted within www.nasa.gov, and through SpaceChat, a special event registration system for Goddard Space Flight Center. The information is collected to respond to a user's request or register them for a NASA special event. The information enables a response to be sent back to the user for his/her query or request. The information is maintained in a secure system.

5. Identify with whom the agency will share the IIF.

The agency does not share this information with anyone other than NASA, its agents, or as otherwise required by law. Information is accessible only by the system administrators as required for them to perform their day-to-day jobs, and to specific individuals who are designated by NASA management to respond to user's requests for information.

6. Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a Web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

Information is provided by the user voluntarily on the "Contact [CENTER]" web page. In every case where a response is required by NASA to the user it is by email. Users are not required to submit this information to browse www.nasa.gov and cannot retrieve the information directly from www.nasa.gov. Links to the privacy policy are provided in a statement on the web page where the information is collected.

7. State whether personal information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: *Children's Online Privacy Protection Act of 1998*).

N/A

8. Describe how the IIF will be secured.

All IIF is stored in systems protected by security as described in a security plan that requires annual certification, frequent auditing and constant monitoring. Any IIF information collected by www.nasa.gov is transferred to mynasa.nasa.gov for storage where access is limited to mynasa.nasa.gov system administrators. Information is accessible only by the system administrators as required for them to perform their day to day jobs. IIF protection is consistent with the principles of the E-Government Act of 2002, and as applicable, the Freedom of Information Act.

9. Describe plans for retention and destruction of IIF.

Where information is collected for a request or question through email, NASA stores the user's email address for sufficient time to allow research to be completed and to properly respond to the user. In any case, the email address is retained for no longer than ninety days. Other information is retained for a period of time to carry out the request of the user and in no case

longer than the time allowed by the General Records Schedule. Where information is maintained for backup purposes on magnetic tapes, these tapes are overwritten, erased, or destroyed within 120 days.

10. Identify whether a system of records is being created under section 552a of Title 5, United States Code (the *Privacy Act*), or identify the existing Privacy Act system of records notice under which the records will be maintained.

N/A

Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it:

Nitin Naik
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Submitted by: (Signature on Record)
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Washington, DC 20546-0001
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Date 12/15/2005

Concur:

Concur:

Patti F. Stockman
NASA Privacy Act Officer

Scott Santiago
Deputy CIO for IT Security

Date _____

Date: _____

Approved for Publication:

Patricia L. Dunnington
Chief Information Officer

Date _____